

CULTURAL ROUNDTABLE
Minutes of October 24, 2016

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The Cultural Roundtable held its regular meeting on Monday October 24th, 2016 at the Launch It Office. Roundtable members in attendance were Mayor George Bridge, Councillor Mary Lou Colwell, Councillor Jean Anderson, Gordon Duff, John Cox, Peggy Raftis, Megan Raftis and Brooke McLean. Members of staff present were Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Regrets were received from Chair Andrew Gowan.

Belinda Wick Graham welcomed everyone and opened the meeting at 6:03 p.m.

Wick-Graham reported that Willa Wick has resigned from the Roundtable and that the Committee should look for another Historical Society representative. Peggy Raftis noted that finding a representative from Clifford would be ideal.

The Committee reviewed the previous meeting minutes.

Motion

Moved By: Councillor Mary-Lou Colwell Seconded By: Megan Raftis
THAT The Cultural Roundtable approve the minutes of the June 14, 2016 meeting.
CARRIED

Megan Raftis reported that the Minto Youth Action Council held its first meeting at LaunchIt on Wednesday October 12, 2016. The minutes from this meeting are attached as "Schedule A". There were three youth that attended the meeting and they decided that the regular meeting dates would be the 1st and 3rd Wednesdays of each month from 5:00 pm – 6:00 pm at LaunchIt. She also noted that the next meeting would be on Wednesday November 2, 2016. Taylor Pridham shared that she, Recreation Assistant Grace Wilson, Mount Forest Community Animator Trish Wake, and Community Youth Resiliency Worker Gabby Ieropoli would be attending the MBA Symposium in Milton from November 22 – 24, 2016. This Symposium is the largest gathering of Managers and Staff working in the development of youth programming in Ontario. The costs to attend this Symposium have been covered by a grant received by the Mount Forest Family Health Team.

Motion

Moved By: Megan Raftis Seconded By: Councillor Jean Anderson
THAT The Cultural Roundtable approve the Youth Action Council minutes from October 12, 2016.
CARRIED

Wick-Graham reviewed the Railway Museum minutes which are attached as "Schedule B". She reported that since last discussed, the Museum has been cleaned, organized, and a lot of preparation took place for the IPM. The Town purchased a new TV, mannequins, fitted table cloth for the gift store, a train, a bench, and several wall panels, much of which was

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used for the IPM display and repurposed at the Museum. Wick-Graham reported that there was a soft-launch in September with approximately 40 people in attendance where Bob McEachern was presented with a plaque symbolizing the new research and genealogy room being dedicated in his name. She also reported that the Railway Heritage Museum Steering Committee would be looking at digitizing many museum records. She noted that the Museum is looking at hosting an annual Handcar Races fundraiser with proceeds towards the Museum.

Motion

Moved By: Mayor George Bridge

Seconded By: Brooke McLean

THAT The Cultural Roundtable approve the Railway Museum minutes from July 7, August 3, and August 24.

CARRIED

Wick-Graham reviewed the Local Heritage Marker minutes attached as Schedule C. She reported that the Old Post's plaque was unveiled on the day of the Harriston Street Party on Saturday August 13, 2016. The plaque was estimated to be \$1,200.00 and ended up costing around \$250.00, thus the Committee is going to look at revising the initial application process that required a significant contribution from the Town and the organization or individual applying.

Motion

Moved By: Megan Raftis

Seconded By: Jean Anderson

THAT The Cultural Roundtable approve the Local Heritage Marker Meeting minutes from June 1, 2016.

CARRIED

Wick-Graham informed the Committee that Volunteer Portal promotions were underway and that Irmgard from Innovative Print was working on a bookmark and that a press release would be made. Brooke McLean mentioned that it would be a good idea to distribute the bookmarks to the three Minto branches of the Wellington County Library, as well as through posters in schools, social media and the 88.7River.

Wick-Graham informed the Committee that the Volunteer Seminar Series with Reva Cooper has overall been very well received. The series has touched on volunteer management, recruiting volunteers, retaining volunteers, and the upcoming session would focus on pulling everything together and how to properly run meetings. Wick-Graham also shared that there are many informative documents that have been provided that she would share with groups if desired.

Wick-Graham reported that the Live2Lead event on October 7, 2016 was received with rave reviews and a lot of support. There were over 100 people who attended the morning event.

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She also noted that two more viewings would be taking place in November, one in Mount Forest on November 15, 2016, as well as another viewing at the Norgan Theatre in the evening on November 22, 2016. Wick-Graham also mentioned that this has been a profitable event for LaunchIt.

Taylor Pridham and Brooke McLean updated the Committee with plans surrounding Light up the Town on Tuesday November 15, 2016. They shared that this year there would be Christmas carols, a green screen for pictures with Santa Claus, and take-home crafts with the Library's button maker. The Library, Art Gallery and Historical Society's hours would also be extended to 9:00 PM with the Art Gallery's Silent Auction also taking place. Peggy Raftis suggested contacting Andy Klonikowski about dressing up as Santa Claus for the event.

John Cox provided the Committee with Chamber of Commerce updates, noting that the summer Chamber BBQ was successful with over 65 people and many new faces. He also reported that the IPM tent was very successful and that the businesses who attended were satisfied with the experience. Cox also informed the Committee that the annual Chamber of Commerce Christmas Social would be held at Harry Stones at 6:00 pm on December 5, 2016 and that food donations would be appreciated.

Peggy Raftis informed the Committee of her trip to the SPARC forum in Guelph on behalf of the Grey-Wellington Theatre Guild. She shared that she received praise and interest in regards to Minto's Cultural Roundtable and its collaboration with the municipality. Peggy also shared that the Theatre Guild's Fall 2016 production, Frozen Dreams, would be starting on November 15, 2016.

Megan Raftis informed the Committee that she received a scholarship to attend the SPARC conference this coming Thursday on October 27, 2016.

Gordon Duff reported on behalf of the Minto Arts Council that the Silent Auction would be taking place on November 10 until December 3, 2016 and that volunteers for the council are needed. He also informed the Committee that the Arts Council has been working with Michael Hendricks from the Old Post and that the bell should be ringing by November 15, 2016. Gord also mentioned that there would be one more film played at the Norgan Theatre for Big Film Fest 2016, Love and Friendship, on November 21, 2016.

Councillor Jean Anderson reported that the Norgan Christmas Barn Dance would be taking place on December 1, 2016.

Wick-Graham reminded the Committee that the Cultural Roundtable has been a sponsor of the Grey-Wellington Theatre Guild and the Committee agreed to sponsor again.

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Motion

Moved By: Mayor George Bridge

Seconded By: Brooke McLean

THAT The Cultural Roundtable becomes a season sponsor of the Grey Wellington Theatre Guild for \$250.

CARRIED

Wick-Graham proposed to the Committee about having bi-monthly meetings rather than monthly meetings in 2017. The Committee could meet if called by Chair if needed. She also said that she would check with Caitlin Hall to see if she will continue to sit on the Cultural Roundtable as the Agriculture representative in 2017. Wick-Graham noted that the 2017 Budget and Action Plan would be reviewed and discussed at the upcoming meeting in November.

Adjournment at 7:22 p.m.

Next Meeting:

November 28, 2016

6:00 p.m.

Launch It Office

Taylor Pridham
Economic Development Assistant

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Schedule A

MINTO YOUTH ACTION COUNCIL
Meeting Minutes
Wednesday October 12th, 2016
6:00 p.m. – 7:00 p.m. LaunchIt Minto

The Minto Youth Action Council held its first meeting on Wednesday October 12th, at LaunchIt Minto. Committee members present for the meeting were Lola Brown, Erin Raftis, and Sarah Fear. Guests present at the meeting included Gabriella Ieropoli, *Community Youth Resiliency Worker* from Mount Forest Family Health Team and Leslie Binnington, Health Promotion Specialist from Wellington-Dufferin-Guelph Public Health. Members of staff present were Economic Development Assistant Taylor Pridham and Recreation Assistant Grace Wilson.

Gabriella Ieropoli opened the meeting with introductions all of individuals present at the meeting. Megan Raftis introduced two icebreakers to help individuals become more familiar with each other's names and interests.

Leslie Binnington discussed what a Youth Action Council (YAC) is and what youth can do by being members of the council.

Leslie Binnington facilitated discussion surrounding three main questions for the youth and all members present shared their opinions on sticky notes posted to chart paper. The questions and answers are as follow:

- 1) What do you think are the main challenges facing youth in Minto?
 - Having nothing to do
 - Having no place to meet/spend time with friends
 - Not having vehicle access
 - Lack of activities and things to do/go to throughout the week
 - Travel between communities for events and other opportunities
 - Not enough awareness of things happening in Minto
 - Need more hangout spots
 - Youth aren't taken as seriously as they should be
- 2) What opportunities would you like to see for youth in Minto?
 - More events focused towards teens specifically

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- Chances to be involved in existing community groups (i.e. the fair board , etc.) to collaborate and add to what is here already
 - Would like to see youth-driven events/fundraisers/workshops (i.e. coffee house, dances, concerts, training sessions, etc.)
 - Leadership opportunities – a chance for youth to take charge in the community
 - Volunteer opportunities are usually around but it for some people with no real connections to those opportunities it can be difficult to become involved
 - Maybe we could come up with a way for some students to find volunteer opportunities within their community (i.e. volunteer fair)
- 3) What else can be done to make things better for youth in Minto? (i.e. events or training?)
- More ways for youth to be involved (i.e. volunteer opportunities)
 - Youth could be given more opportunities - not necessarily just volunteer opportunities
 - People taking youth seriously
 - Resume and interview training for summer jobs and post-secondary education

The council participated in another ice breaker led by Megan Raftis.

Leslie Binnington asked the council what times and dates would work best for future meetings. The council unanimously agreed that it would work best to meet from 5:00 p.m. – 6:00 p.m. on the 1st and 3rd Wednesdays of every month at LaunchIt in Harriston.

In other business, Taylor Pridham asked council members what would be the best ways to reach out to new youth members. Council members suggested posters in local community building such as stores, restaurants, arenas and schools. Lola Brown expressed that reaching youth through social media is key for this age group.

Next meeting:

Wednesday November 2nd, 2016

5:00 p.m. – 6:00 p.m. at LaunchIt

Taylor Pridham
Economic Development Assistant
Minto YAC Adult Ally

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Schedule B

Minutes of July 6, 2016

Palmerston Railway Heritage Museum Minutes

Palmerston Railway Heritage Museum 1:00 pm

Present: Mayor/Chair George Bridge, Councillor Mary Lou Colwell, Chad Martin, Delanie Toner, Bob McEachern, Andrew Gowan, Susan Welsh, Wayne Martin, Manager of Economic Development Belinda Wick-Graham, Facilities Manager Al Carr, and Wellington County Museum Representative Hailey Johnston.

Mayor George Bridge opened the meeting at 1:10 p.m. and welcomed those in attendance.

Those in attendance reviewed the previous meeting notes.

Motion

Moved By: Chad Martin and Seconded By: Wayne Martin

THAT The Palmerston Railway Heritage Museum Committee approve the minutes of the May 24, 2016 meeting.

CARRIED

The Committee reviewed the Action Plan and status of the actions. The updated Action Plan is attached as Schedule "A".

Bob McEachern noted for future consideration that there has been discussions about moving the Old 81 Train to the entrance of the Museum and that the floors of the station will need to be jacked up.

The Committee discussed having a "soft launch re-opening" of the Museum on August 27th and 28th. Special activities will be planned for this event. August 27th is the last day of the Farmers' Market and the 28th is a special antique car event.

The Committee had a lengthy discussion on the story panels. Final themes were selected and Delanie and Bob have begun collecting photos and information. Hailey Johnston from the County of Wellington Museum offered to review the information and mock a panel up to see how much time would be required to do the panels. Delanie will forward information and photos to Hailey. At this time we do not know if the County will have the man power to assist with all of the panels so a graphic designer may be needed, but perhaps County staff could edit the text. Hailey felt that the County could assist with labels for items.

Panels chosen were:

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Gift Area (2)

- How the Station Came to be (why it was built here, renovations over time)
- Handcars (original use, handcar races effect on the station)

Ladies Waiting Room (4)

- About the Room (when, why it was built)
- Nell Hamilton (first woman to work in the railway – roundhouse)
- Being the wife of a Railroad worker (took care of finances, given lots of responsibility)
- Queen's Hotel (speakers in hotel announcing trains, display rooms)

Display Area (1)

- Types of Engines (wood, coal, and diesel – timeline of engines)

Ticket Booth Wall:

No panel

- Bulletin Board (could be changing every day – “this day in history”)

Wall beside Men's Washroom (1)

- Vaccine Farm (why it was placed in Palmerston. Dr. Stewart in Palmerston)

Outdoor Panel beside Bridge (1)

- The Bridge (why it was built, the anger of Grand Trunk about the bridge)

Telegraph Room (2)

- Tickets
- Communication

The Committee felt that a guard rope needed to be around the telegraph machine. Hailey offered to see if the County might have any extra or un-used roping.

The Committee reviewed a list of items that need to be sourced for the Museum and associated costs:

Wheels for Wagon	\$1,500 (on hold – 2017)
Washroom Renovation	\$5,000 (completed end of July)
Plumbing and Electrical	\$1,000 (Receptacles, outside taps)
Ladies Waiting Room Bench	?
Replica Bench	?
Display Panels	\$1,000 (Cultural Roundtable Budget)
Rolling Stock	\$1,000 (Moving Trains)
TV	\$1,500 (IPM 2016 Tourism Budget)
Mannequins	\$950 (IPM 2016 Tourism Budget)

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Model Train	\$600 (IPM 2016 Tourism Budget)
Miscellaneous	<u>\$1,000</u>
TOTAL	<u>\$12,550</u>

In October the Committee will begin to draft a 2017 budget and look at potential grant opportunities.

Next Meeting: August 3, 2016 at 1:00 pm at the Railway Museum.

Belinda Wick-Graham
Manager of Economic Development

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Minutes of August 3, 2016
Palmerston Railway Heritage Museum Minutes
Palmerston Railway Heritage Museum 1:00 pm

Present: Mayor/Chair George Bridge, Chad Martin, Delanie Toner, Bob McEachern, Andrew Gowan, Susan Welsh, Wayne Martin, Manager of Economic Development Belinda Wick-Graham, Facilities Manager Al Carr, and Wellington County Museum Representative Hailey Johnston. Regrets were received from Councillor Mary Lou Colwell

Mayor George Bridge opened the meeting at 1:10 p.m. and welcomed those in attendance.

Those in attendance reviewed the previous meeting notes.

Motion

Moved By: Andrew Gowan and Seconded By: Delanie Toner

THAT The Palmerston Railway Heritage Museum Committee approve the minutes of the July 6, 2016 meeting.

CARRIED

The Committee reviewed the Action Plan and status of the actions. The updated Action Plan is attached as Schedule "A".

Wick-Graham reported about the EDAC students suggesting improvements to the entrance to the museum property (paving, landscaping and signage). It was suggested that we work with the University of Guelph Landscape Architecture Program and that we look at this in October when we address the budget.

The Committee reviewed the budget and discussed various funding opportunities. It was suggested that we investigate the Cultural Spaces Grant, ArtsVest, Community Museum Operating Grant and the Museum Assistants Program. Chad Martin also suggested that members attend the Ontario Museum Association Conference in November. Wick-Graham will look into this and share the details with the Committee. Hailey Johnston provided the Committee with a document containing revenue generating ideas for the Museum. This document is attached as Schedule "B".

The Committee discussed the soft launch opening which will be held on Sunday August 28, 2016. It was suggested to have "throwback" ice cream so ice cream cones for \$0.25. A press release would be issued about the soft launch. Tours would be offered and individuals would be able to sign up to be volunteers at the Museum. Toner offered to create a brochure of what has been happening and then have a volunteer sign up on the back of the brochure

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so people could fill it out and return it. Wick-Graham offered to assist with Volunteer Descriptions and posting to the Volunteer Portal.

The Committee discussed the Handcar Races on August 20th starting at 11:00 am. Delanie asked for assistance in finding teams.

Next Meeting: August 24, 2016 at 1:00 pm at the Railway Museum.

Belinda Wick-Graham
Manager of Economic Development

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Minutes of August 24, 2016
Palmerston Railway Heritage Museum Minutes
Palmerston Railway Heritage Museum 1:00 pm

Present: Mayor/Chair George Bridge, Chad Martin, Delanie Toner, Bob McEachern, Susan Welsh, Wayne Martin, Manager of Economic Development Belinda Wick-Graham, Facilities Manager Al Carr, and Wellington County Museum Representative Hailey Johnston. Regrets were received from Councillor Mary Lou Colwell and Andrew Gowan.

Mayor George Bridge opened the meeting at 1:07 p.m. and welcomed those in attendance and thanked Bob and Delanie on their work with the Handcar Races this past weekend.

Those in attendance reviewed the previous meeting notes.

Motion

Moved By: Susan Welsh and Seconded By: Chad Martin

THAT The Palmerston Railway Heritage Museum Committee approve the minutes of the August 3, 2016 meeting.

CARRIED

The Committee reviewed the Action Plan and status of the actions. The updated Action Plan is attached as Schedule "A".

Wick-Graham reported that the cost to work with the University of Guelph students would be \$500 this would cover the costs of bussing the students and any studio costs incurred to complete the project. Wick-Graham will complete the application form and wait to hear from the school. Chad Martin offered to contact Mandy Gebhardt to determine if she might be interested in doing a landscape plan "pro bono" as she has recently completed one for another railway property.

The Committee discussed the soft launch opening and agreed that we were not quite ready to host an opening on the 28th. The Museum will be open that day but it was decided that on September 10th from 4:00 pm – 6:00 pm we would have a "Media Launch" and invite the media and key people to get a sneak peek into what we have been working on. Wick-Graham will draft a press release and an invitation. Al Carr will order red and white IPM wine to serve at the event. Wick-Graham will order a small meat and small cheese tray and Mayor Bridge offered to cover the cost. The Committee was asked to arrive at 3:00 pm prior to the event.

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The Committee discussed volunteer needs. It was agreed that we will require volunteers to assist with:

- Museum Sitting
- Construction/Maintenance
- Research/Genealogy
- Special Events

It was suggested that in the Spring we have a Show & Tell Day where interested volunteers can come out and see and hear about the volunteer opportunities.

The Committee discussed the potential for expanding on the Handcar Races. It was decided to host a Community Information Meeting on October 13th at 7:00 pm at the CNRA Clubhouse to see who is interested in being involved in a Core Committee to help grow the event. Wick-Graham will draft an invitation and press release to be sent out.

The Town of Minto will be applying for the Ontario 150th Celebrate Grant to mark Canada's Birthday. The Committee discussed how the Handcar Races could fit into this application. The Committee felt like they would like \$5,000 to build children's handcars and add Canadian entertainment and rail demos to the event. Wick-Graham will include these enhancements into the application.

Next Meeting: October 13, 2016 at 1:00 pm at the Railway Museum.

Belinda Wick-Graham
Manager of Economic Development

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SCHEDULE C

LOCAL HERITAGE MARKERS
JUNE 1, 2016

The Local Heritage Committee held its meeting on Wednesday June 1, 2016 in the Town of Minto Council Chambers. Committee members present for the meeting were Mark Mackenzie representing the Harriston Heritage Association, June Macdonald representing the Minto Heritage Association and Megan Raftis on behalf of the Cultural Roundtable. Members of staff present at the meeting were Business and Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Regrets were received from Bonnie Whitehead and Bob McEachern.

The Committee reviewed and approved the previous meeting minutes from May 18, 2016.

Belinda Wick-Graham reviewed the Terms of Reference package and noted the additions and changes that were made from suggestions from the previous meeting. The Committee was in agreement in appointing Mark Mackenzie as Chair of the Committee moving forward.

Wick-Graham shared that all of the information from the previous meetings would be shared with the Cultural Roundtable on June 14, 2016, including reporting and financing. The Committee approved the Terms of Reference draft.

Wick-Graham also reviewed the draft application package which had been assembled based on a combination of the Toronto Heritage Plaques and Markers Program as well as a draft written up by Mark Mackenzie. The Committee approved making adjustments to the draft application package to just have Heritage Plaques included.

Wick-Graham suggested that planning walking tours or creating brochures for the plaques would be a beneficial method to promote the plaques and the Local Heritage Markers Committee. June Macdonald suggested going in a direction of telling a story with pictures with the plaques as it would be more interactive rather than just aluminum. The Committee agreed that they would like to look further into this idea. Wick-Graham noted that she would contact a designer from the company that created the plaques on the downtown bridge in Harriston.

Macdonald noted that 40 years as the deadline for plaque application would be too young, and suggested for an event to have at least occurred in the past 75 years. The

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Committee agreed with this and decided to make revisions as needed. The Committee also agreed to reference the Historical Societies for their help with research for the plaques.

Wick-Graham informed the Committee that she would revise the draft report and budget to send to review at the Cultural Roundtable meeting on Tuesday June 14, 2016. The Committee also discussed that certain plaques should be more formal than other. Wick-Graham noted that she would check with the Cultural Roundtable about options of having two different streams: one sign landmark plaque and a storyboard type of plaque for places and events that are not as significant. Wick-Graham also mentioned that she would pitch the ideas discussed in meeting to Council on June 21, 2016.

Next Meeting:
Wednesday June 22nd, 2016
4:00 pm
Council Chambers

Taylor Pridham
Economic Development Assistant